



Information available from Heckfield Parish Council under the Model publication scheme



This guidance/template gives examples of the kinds of information that we would expect Parish/Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

PUBLISHING DATASETS FOR RE-USE

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".



For review August 2021

INFORMATION TO BE PUBLISHED

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

- 1.1 The role of the Parish CouncilWebsite
- 1.2 Who's who on the Council and its CommitteesWebsite
- 1.3 Contact details for Parish Clerk and Council membersWebsite

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.

- 2.1 Annual return formWebsite
- 2.2 BudgetsMinutes (Website)
- 2.3 Precept.....Minutes & Accounts (Website)
- 2.5 Financial RegulationsWebsite
- 2.6 Grants given and receivedMinutes (Website)
- 2.7 List of current contracts awarded and value of contract.....Minutes (Website)

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews.

- 3.1 Reports / review at meetings and Parish Assembly.....Minutes (Website)

Class 4 – How we make decisions

Decision making processes and records of decisions.

- 4.1 Timetable of meetingAgendas, Minutes (Website)
- 4.2 Agendas of meetingsWebsite, Noticeboards
- 4.3 Minutes of meetingsWebsite
- 4.4 Reports presented to Council Meetings.....Minutes (Website)
- 4.5 Responses to Consultation Papers.....Minutes & Website
- 4.6 Responses to planning applications.....Minutes (Website)
- 4.7 By-lawsHart Website

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

- 4.1 Policies and procedures for the conduct of council business:
 - 4.1.i Standing OrdersWebsite
 - 4.1.ii Code of Conduct.....Website
 - 4.1.iii Policy statementsWebsite
- 4.2 Policies and procedures for the provision of services and about the employment of staff
 - 4.2.i Equality and diversity policyWebsite
 - 4.2.i Health and safety policyWebsite

Class 6 – Lists and Registers

Currently maintained lists and registers

- Assets register.....Minutes & Accounts (Website)
- Register of members' interestsHart Website

Class 7 – The services we offer

Information about the services we offer

- Parish Maintenance Minutes (Website)
- Village Hall – ref Village Hall Committee see Heckfield Memorial Hall website